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SHELTON STATE COMMUNITY COLLEGE
LIBRARY

ANNUAL REPORT 1980-81

The purpose of this report is to summarize the activities and progress of the library and to state its goals for the coming year.

GOALS 1980-81

As in previous years, the major goal set for the 1980-81 academic year was to increase book holdings in the Junior College Division library. Substantial funding provided by the college administration resulted in the library's capability to meet this goal. The charts below summarize increases during 1980-81.

I. NUMBER PROCESSED

Holdings	1978-79	1979-80	1980-81	Increase
Books	2824	4344	4707	8%
AV	141	123	183	41%

1. Holdings

II. NUMBER OF HOLDINGS (PROCESSED)

Medium	1978-79	1979-80	1980-81	Increase
Books	8555	12,898	16,583	29%
AV	822	945	1,128	19%
*Periodicals	230	242	262	8%

*Represents number of current periodical subscriptions (including newspapers).

III. TOTAL BOOKS HOLDINGS
9/30/81

Processed = 16,583 volumes
Unprocessed = 2,343 volumes
Total = 18,925 volumes

The use of two part-time library clerks during the summer helped to move approximately 2000 volumes of unprocessed books from the workroom to the circulation collection.

Since the beginning of the accelerated program of acquisitions in 1979, processed and circulating book holdings have increased 97%. Total book holdings (processed + unprocessed) have increased 121% since 1979.

A chart representing processed books holdings by subject field (as recommended in Pirie's Books for Junior College Libraries) is given below.

IV. BOOK HOLDINGS BY SUBJECT FIELD

Subject Field	9/30/79	9/30/80	9/30/81	Increase	BJCL Rec.	Held
Reference	1081	1432	2339	63%	---	---
General Works (A,Z)	31	98	109	11%	231	47%
Anthro., Hist. (C-G)	1091	2182	2966	36%	2966	100%
Education (L)	218	442	530	20%	441	120%
Fine Arts, Music (M,N)	263	429	658	53%	1463	45%
Language, Lit. (P)	2332	3637	4228	16%	4004	106%
Military Sci. (U)	7	23	42	83%	---	---
Naval Sci. (V)	6	9	11	22%	---	---
Philosophy, Rel. (B)	459	664	1022	54%	955	107%
Pol. Sci., Law (K,J)	383	709	720	2%	970	74%
Science (Q-S)	862	1207	1301	8%	1492	87%
Technology (T)	169	294	372	27%	392	95%
Social Sciences (H)	1204	1831	2285	25%	1712	133%

Pirie's list of 19,700 recommended titles has not been updated since 1969. It represents, however, a basic book collection for junior college libraries.

The second goal of the 1980-81 year was to increase periodical backfiles and to complete the periodicals inventory. The number of

2. Periodicals

microfilm reels (representing backfiles) increased by 58 to 1000 reels. The periodicals inventory was almost completed as of September 30, 1981. When completed, attention will be given to increasing backfiles in all appropriate formats: bound, film, and loose.

3. Space A third goal of 1980-81, increasing shelving and library space, was accomplished. Three ranges of shelving were added in December 1980 to accomodate the growing circulating collection. During June--September, the first two phases of a four-phase plan of expansion were completed. Exterior walls were removed to widen the library, incorporating the hall and three classrooms. By mutual agreement with the reading instructor, the reading classroom was also enclosed within library walls. A reference room, with additional shelving, and a gallery area were provided. Three offices (one for library faculty and two for teaching faculty) were also included in the Learning Lab area, which was allotted greater space. The library was also given a fresh coat of paint. Additional study carrels were built and installed. The remaining phases of expansion include adding additional ranges of shelving, installing a panic door on the west exit, and adding furniture.

4. Technical Division Increased services to the Technical Division and Fire College was the fourth major goal of 1980-81. To work toward this goal, the Director of Library Services made a study of Technical Division learning resource needs. Several faculty members were interviewed regarding their needs, their views on library services, and their reactions to a proposed centralization program. In addition, the Director investigated library and shop facilities at the Technical Division and read reports on proposed library services and facilities submitted in the Technical Division's latest accreditation report. The Director also talked with Charlie Bilbro of the Technical Division and again surveyed Alabama community college library services to technical programs. As a result of this investigation, the Director proposed an administrative system for centralizing library processing and services. The proposal, approved by the Dean, will be submitted to Mr. Sumner for his approval. Implementation is tentatively scheduled for Winter Quarter 1981-82.

In addition to this project, the library provided all Technical Division and Fire College faculty and administrators with "library packages," including revised AV catalogs, revised faculty handbooks, and memoranda expressing the library staff's concern with providing library services to all components of Shelton State Community College.

The library was also given over 300 volumes of the Southern Reporter, Supreme Court Reporter, and an edition of the 1958 Code of Alabama by the Fire College.

INVENTORY

The biennial inventory of book holdings conducted during the Summer Quarter 1981 indicated a loss of less than 3% of Shelton's collection. This loss is not significantly different from the 2% loss in the 1979 inventory. Nationally, loss rates run to 5-6%; consequently, Shelton State's loss is below average and additional security measures do not seem to be warranted. Steps will be taken to replace missing titles. A revised cumulative total was incorporated into the September 1981 monthly report.

CIRCULATION

Book circulation during 1980-81 increased by 52%; periodical circulation increased by 97%; and AV circulation increased by 55%. Circulation statistics are given below.

V. CIRCULATION STATISTICS			
Medium	Total 1978-79	Total 1979-80	Total 1980-81
Books	4891	5846	8908
Periodicals	775	864	1699
AV	3039	2316	3588*

*Minimum circulation; statistics for only 11 months available.

$$\text{Turnover rate} = \text{Total \# vols.} \div \text{Total Circulation (books)}$$

$$2.02 = 18,925 \div 8908$$

VI. AVERAGE MONTHLY CIRCULATION STATISTICS

Medium	1978-79	1979-80	1980-81
Books	408	487	742
Periodicals	65	72	142
AV	253	193	326

These statistics appear to reflect a trend toward more reliance on the Shelton State library. The 97% increase in periodical circulation may reflect the improved accuracy of circulation record-keeping as well as an increase in use.

Based on an average student enrollment of 1758/quarter, per capita book circulation for 1980-81 was 5.07 books.

INSTRUCTIONAL MATERIALS AND EQUIPMENT

A number of decisions concerning the use and distribution of instructional materials and equipment were made in 1980-81. In October 1980, the Dean approved a plan to centralize inventory control of all instructional materials and equipment (see 10/22/80 memorandum from Dean Howington to Division Chairmen) at the Junior College Division. Due to ongoing projects and workload, the library staff has not completed this project, which will entail cataloging and processing all instructional materials and equipment.

Although the library attempted again to sell the black-and-white video equipment and the Minolta 35mm camera, no sale was completed. A decision was made not to actively attempt to sell the equipment; it is, however, still for sale.

In December 1980, an unsuccessful attempt was made to gain approval from the State Board of Education to set up a "pay-as-you-play" Apple minicomputer in the library for student and college use. Although Syscon Computers, Inc., agreed to provide a minicomputer, the State Board would not approve the arrangement without requiring bidding. Consequently, the project was dropped.

Purchasing
and
Distribution

Later in the academic year, the Dean delegated to the library responsibility for purchasing instructional equipment and materials for the Junior College Division. When a question arose concerning placement of overhead projectors in classrooms, the Dean delegated the decision to the Director of Library Services. Based on experience and library faculty agreement, the Director decided that AV equipment will be housed in the library not the classrooms.

Due to problems arising from community use of video equipment, the Director, with approval of the Dean, decided to exclude video equipment from community circulation. The administration was informed of this decision.

LIBRARY SERVICES

Paperbacks

Because of the success of the RECI paperback collection, the RECI company was contacted regarding a new collection. Apparently, the company is no longer active and has not provided a new list of titles. Because the library received no response from RECI, an order of paperbacks, including bestsellers and literary classics, was placed with Dell Publishing Company. The purpose of this order was to build up the paperback collection, which had proved to be successful in attracting readers. Dell, however, forwarded the order to a jobber who followed standard instructions and sent hardback books (defeating the purpose of the paperback order). This approach may be tried again in the future.

Publications

All library publications were revised during 1980-81. The student and faculty handbooks were revised and reprinted in different covers. The AV catalog was significantly revised to include an alphabetical annotated listing of titles with a subject index. Copies were given to all instructors, full- and part-time, in all three divisions of the college.

As community service, the library donated several boxes of old magazines to the Alabama Sheriff's Boys' Ranch in Selma and to area

Community
Services schools. In May, library staff members prepared a media catalog for the Mental Health Department of Tuscaloosa. During the summer, Pinion's Greenhouses donated live plants to the library.

COOPERATIVE AGREEMENTS

ALICAT Because of the termination of the Junior College Processing Center at Brewer State, the library withdrew from active participation in ALICAT in January 1981.

Although further communication concerning the establishment of a reciprocal loan agreement with The University of Alabama Audiovisual Services was received from UA, no agreement has been finalized.

UA
Audiovisual
Services A request for a formal agreement was initiated in 1979 by the Director of Library Services and several meetings with UA officials have taken place. According the latest UA communication, Dr. Joel Whitman of AU Audiovisual Services is responsible for the next step. There have been, however, no problems in borrowing audiovisuals from UA.

Multi-type
Coop. On July 30, 1981, Shelton State entered a membership in the District III Cooperative Library System. Dean Arthur Howington was designated representative to the Delegate Assembly. The purpose of the system, as specified in its by-laws (on file the Director's office) is "to promote, encourage, and effectuate the improvement of the various member libraries in a voluntary organization operating under mutually agreed upon by-laws." Membership is voluntary and requires no financial obligations. The Director of Library Services agreed to serve on the Bibliographic Resources Committee for the District. As of September 30, 1981, no programs had been implemented by the system.

SOLINET The library also approached SOLINET regarding membership for small libraries. SOLINET, a bibliographic utility which could help with Shelton's cataloging problems, recommended that Shelton State work with the newly established multi-type cooperative to gain access. This proposal was presented to the cooperative by the Director.

ART EXHIBITION PROGRAM

At the request of the art instructor, the art exhibition program was turned over to the art department for 1980-81. One exhibit, however, was scheduled by the library at that time. Bruce Crowe, art education instructor at The University of Alabama, exhibited a collection of paintings in the library. The decision was made to purchase one of these paintings, "Wankel II," for permanent display in the library.

In the spring, when plans for remodelling the library were being made, the art exhibition program was turned back over to the library because of the proposed gallery area and because of ease of budgetary control. A policy governing temporary art exhibits was developed (see Attachment I). In April, Shelton State contracted with the Southern Arts Federation, a federally funded arts program based in Atlanta, for three visual arts residencies for 1982. Residencies for these exhibits include not only the original art works but also promotional materials, posters, and, in one case, a 16mm film to accompany the exhibition. The exhibitions and their schedules are listed below.

January 11--February 5, 1982	Memory Paintings of Our Alabama Farm: Jessie Rhoads
April 5-30, 1982	Welty
May 17--June 11, 1982	Time To Draw

After these exhibits were booked, a full schedule of exhibits was planned, as listed below.

August 1-30, 1981	Female Figures, an exhibition of Photographs by Janice Golojuch, University of Montevallo
September 1-30, 1981	Paintings by Bruce Crowe, University of Alabama
October 15-30, 1981	Faculty Art Exhibit, University of Alabama Art Department
November 1-December 5, 1981	Prints by Colette Delacroix, New Orleans, Louisiana
March 1-31, 1982	Watercolors by Marie Kirby, Northport

A lengthy article launching the program was printed in the Tuscaloosa News in August 1981 and monthly notices have appeared in the News for each exhibit to date.

Prior to the August exhibit, art insurance was acquired for \$250.00/year to cover eight to ten exhibits valued up to \$25,000.00 each/year.

ADMINISTRATIVE CHANGES

Additional support personnel were hired on a temporary part-time basis during the spring and summer quarters. Their responsibilities were chiefly to process "problem" books which required individual attention and to assist in inventory. Approximately 2000 volumes were processed by these personnel.

An "optimal staffing" report, based on a \$100,000.00 book budget, was prepared by the Director of Library Services at the request of the Dean.

Beginning Fall Quarter 1981, the part-time professional librarian position was increased to a 3/4 full-time position, increasing salary as well as number of hours on duty. Consequently, professional responsibilities were slightly shifted. The Night Librarian was given responsibility for periodical selection and acquisition, a responsibility previously assigned to the full-time Librarian.

Also beginning Fall Quarter 1981, a part-time clerk was hired to assist in providing library services during evening hours.

A major administrative change during 1980-81 was the appointment of a separate Library Committee (previously a part of the Curriculum Committee). On January 12, 1981, the Library Committee, consisting of faculty and students, was formed. The description listed below was recommended but has not been adopted to date:

The Library Committee studies library needs in view of the academic program and advises the Director of Library Services (an ex officio member) on matters of general library policy, the development of general library resources, and upon means which may best integrate the library program with other academic activities of the college. The Library Committee,

comprised of both faculty and students, is the main channel of formal communication between the library and its faculty and students.

The Library Committee was set up to serve the Director of Library Services in an advisory capacity equivalent to the capacity of college committees which advise other college administrators (i.e., Student Affairs Committee advised the Dean of Students; Administrative Affairs advises the Dean of the Junior College).

EVALUATION

Summary The annual evaluation survey was conducted in May. Results (see Attachment II for summary) indicated that Shelton State's library is still rated above average in most areas by students as well as faculty members. The only significant problem areas pointed out concerned noise and lack of space. The expansion of the library seems to have helped to lessen these problems.

Art Response The survey also included questions concerning student responses to art galleries and exhibits. There was an unexpectedly high interest reflected in student responses. 81% of the respondents indicated they were interested in going to art exhibits in Tuscaloosa. This interest in art is one reason the Art Exhibition Program was revived as a library function.

PUBLIC RELATIONS

Displays In January 1981, the library staff prepared a display for use in Shelton State Days at University Mall and for use at Shelton's One Year Anniversary Party. Information sheets were also prepared and distributed.

Library Week National Library Week was celebrated with special ALA posters and displays. A Library Week bulletin board featured "favorite books" lists of Shelton Faculty and administrators.

GOALS 1981-82

Again, the primary goal of the library is to increase Shelton State's book holdings significantly. A second major goal is to successfully establish a library office on the Technical Division campus and to begin cataloging and processing Technical Division materials.

Other goals include the following:

- to increase periodical backfiles.
- to add additional shelving and furniture.
- to process a greater percentage of "problem" books which require LC cards or original cataloging.

Temporary Art Exhibits in the Junior College Division Library

A. Purpose

As a companion to the program of selection of original art for purchase, the Shelton State Community College/Junior College Division Library has initiated a program of temporary exhibits of original art. This program will feature original art works representing a variety of media and will afford students the opportunity to make comparisons and judgments necessary to sharpen their aesthetic values and thus evolve a philosophy which they can communicate to others.

B. Criteria for Display

Selection of art works for display in the library is the responsibility of the library faculty. Works should meet criteria specified in the policy statement on Selection of Original Art in the Library. Two-dimensional works should be framed or otherwise mounted for easy hanging or display.

C. Exhibits

Whenever possible, exhibits are booked directly with the artist. Reputable agencies or arts federations will also be considered as booking agents.

All exhibits will be displayed in the library which meets the following moderate security standards:

1. The exhibit area is in an enclosed, limited access location.
2. The exhibit area is supervised by the library staff during library hours and is protected by security guards in the evenings.
3. Objects are handled only by the library staff.
4. Direct sunlight is eliminated.
5. Fire protection is provided in accordance with local fire ordinances.

Shelton State carries exhibit insurance covering loss or damage up to \$25,000.00 for any one exhibit.

D. Publicity

The library will supply, if provided sufficient information by the artist or agent, press releases to local media and open each exhibit to the public during regular library hours. The library will distribute posters or brochures if provided by the artist or agent. Receptions or other social activities are the responsibility of the artist or agent but will be encouraged by the library.

E. Costs

All costs are generally considered to be the responsibility of the artist. The library provides exhibit space, labor assistance in hanging or arranging the display (all hardware costs involved in the display), security, and other encouragement.

F. Artistic Freedom

The principles of artistic freedom are endorsed. Any complaints concerning art works displayed by the library must be filed in writing and the complainant must be properly identified before the complaint is considered. Complaints concerning art works are subject to intellectual freedom policies and to the Reviewing Committee as are all materials selected by the library.

Library Questionnaire--May 1981--Students (Total, 100 responses)
Above average (3)

1. Assistance of the library staff when called upon. 68
2. Communication between librarians and students. 50
3. Organization of the library in a useable manner. 59
4. Hours the library is open each week. 72
5. Book collection. 38
6. Current magazines and newspaper collection. 51
7. Back issues (and microfilm) of magazines. 42
8. Audiovisual collection. 31
9. Audiovisual equipment available for individual and class use. 47
10. Current copy machine services. 56
11. Ability to use the library for study. 53
12. Number of personnel available for assistance in the library, 51
13. Library skills program (in EH 099, 101, 102). 33
14. Effectiveness of library exhibits. 20
15. Physical facilities of the library. 41
16. General appearance of the library. 63
17. Adequate and comfortable seating and study space. 54
18. Effectiveness of Monday Report. 44
19. Availability of audiovisual viewing rooms for class use. 55
20. Check-out procedures for books, magazines, and audiovisuals. 46

	High 5	4	3	2	1	Low Don't know X
1	29%	39%	20%	4%	0%	8%
2	15%	35	26	3	0	20
3	22%	37	28	2	0	10
4	25%	47	11	3	4	10
5	7%	31	26	12	3	20
6	13%	38	30	2	1	16
7	10%	32	17	6	3	43
8	11%	20	19	2	2	46
9	17%	30	14	0	1	39
10	21%	35	26	6	5	28
11	26%	37	21	11	7	15
12	12%	39	29	2	2	15
13	15%	18	13	1	1	51
14	9%	21	26	11	1	32
15	10%	31	30	7	1	24
16	28%	35	28	3	1	6
17	20%	34	23	10	7	5
18	20%	24	17	4	4	31
19	19%	36	17	2	2	24
20	24%	42	18	1	0	16

LIBRARY QUESTIONNAIRE--May 1981--Faculty (Total, 51 responses)

1. Assistance of the library staff when called upon.
2. Communication between librarians and faculty.
3. Organization of the library in a usable manner.
4. Hours the library is open each week.
5. Book holdings in my subject field.
6. Current periodical holdings in my subject area.
7. Back issues (and microfilm) of periodicals.
8. Audiovisual holdings in my subject area.
9. Audiovisual equipment available for individual and class use.
10. Duplicating services.
11. Conductiveness of the library to study.
12. Number of personnel available for assistance in the library.
13. Library skills program (in EH 099, 101, 102).
14. Effectiveness of library exhibits.
15. Physical facilities of the library.
16. General appearance of the library.
17. Adequate and comfortable seating and study space.
18. Availability of audiovisual viewing rooms for class use.
19. Effectiveness of Monday Report.
20. Circulation procedures for all materials.
21. Library staff's willingness to adjust their schedules to your request.
22. Library's efforts to keep you informed about new materials received.
23. Library staff's efforts to keep up with what is going on in the classroom.
24. Your involvement in the selection of materials.
25. Administration of the library in a manner which permits effective use of library resources.
26. Increase in book holdings in your subject area this year.

	5	4	3	2	1	X
1	44/86%	7/14%	0	0	0	0
2	17/33%	22/43%	7/14%	0	0	5/10%
3	18/35%	23/45%	8/16%	1/2%	1/2%	0
4	19/37%	17/33%	8/16%	0	0	7/14%
5	6/12%	11/22%	26/51%	2/4%	2/4%	5/10%
6	5/10%	13/25%	18/35%	6/12%	4/8%	5/10%
7	3/6%	4/8%	14/27%	4/8%	7/14%	22/43%
8	7/14%	11/22%	13/25%	5/10%	5/10%	9/18%
9	20/39%	16/31%	9/18%	2/4%	0	5/10%
10	11/22%	17/33%	11/22%	5/10%	1/2%	5/10%
11	4/8%	6/12%	14/27%	8/16%	12/24%	7/14%
12	8/16%	12/25%	13/25%	1/2%	0	1/2%
13	4/8%	7/14%	5/10%	2/4%	0	22/43%
14	10/20%	20/37%	19/37%	3/6%	1/2%	4/8%
15	7/14%	13/25%	18/35%	5/10%	8/16%	0
16	12/24%	19/37%	13/25%	5/10%	2/4%	0
17	9/18%	14/27%	13/25%	7/14%	6/12%	2/4%
18	15/30%	18/35%	8/16%	2/4%	1/2%	4/8%
19	13/25%	20/37%	8/16%	3/6%	1/2%	5/10%
20	18/35%	13/25%	12/24%	0	0	14/27%
21	18/35%	15/29%	1/2%	1/2%	0	16/31%
22	28/55%	17/33%	4/8%	1/2%	0	1/2%
23	8/16%	9/16%	13/25%	2/4%	1/2%	19/37%
24	11/22%	14/27%	11/22%	2/4%	7/14%	6/12%
25	16/31%	14/27%	8/16%	3/6%	0	9/18%
26	6/12%	11/22%	10/20%	6/12%	1/2%	17/33%

LIBRARY QUESTIONNAIRE--May 1981--Administrators (5/5 responding)

1. Assistance of the library staff when called upon.
2. Communication between librarians and administration.
3. Organization of the library in a usable manner.
4. Hours library is open each week.
5. Book collection.
6. Current periodical and newspaper collection.
7. Periodical backfiles.
8. Audiovisual collection.
9. Audiovisual equipment available for individual and class use.
10. Duplicating services.
11. Conductiveness of the library to study. COMMENT: Not your fault!
12. Number of personnel available for assistance in the library.
13. Present library skills program (in EH 099, 101, 102).
14. Effectiveness of library exhibits.
15. Physical facilities of the library.
16. General appearance of the library.
17. Effectiveness of the Monday Report.
18. Circulation procedures for all materials.
19. Library staff's willingness to adjust their schedules to your request.
20. Library staff's efforts to keep you informed about new materials received.
21. Your involvement in the selection of materials.
22. Administration of the library in a manner which permits effective use of library resources.

	5	4	3	2	1	X	Average
1	5						5.00
2	3					2	5.00
3	4		1				4.60
4	4		1				4.60
5	2		2			1	4.00
6	2	1	2				4.20
7			1			4	3.00
8		2	2			1	3.00
9		4	1				3.40
10		2	1				4.00
11	1	2	1			1	3.00
12			5				3.00
13	1	3	1				4.00
14	1					4	5.00
15	1	3		1			3.80
16		1	3	1			3.00
17	1	3	1				4.00
18	4	1					4.60
19	3		1			1	4.50
20	3	1				1	4.75
21	3			1		1	4.25
22	3	2					4.60

No additional comments were made by administrators in response to this survey.